



CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

JOB OPPORTUNITY BULLETIN

ASSOCIATE BUDGET ANALYST

All appointments are subject to State Restriction of Appointment (SROA) provisions.

FINAL FILING DATE: October 8, 2004	POSITION NO: 407-004-5284-XXX
TENURE: Permanent	TIME BASE: Full Time
LOCATION: Sacramento	SALARY RANGE: \$4111 - \$4997

Under the general direction of the Chief Administrative Officer (CEA 2) coordinates and assists in the development, preparation, administration, review and maintenance of the Department of Financial Institutions (DFI) budget. The Budget Analyst plans and coordinates the internal budget cycle to ensure that DFI meets all statutory, Legislative, Executive and Agency deadlines. The incumbent provides budget information, instruction and assistance to DFI staff and makes recommendations on budget matters to management.

Duties include:

Serving as liaison with control agencies including the Department of Finance, the Legislative Analyst's Office, the Business, Transportation and Housing Agency, legislative staff, and executive management on budget matters.

Responsible for the preparation of the annual Governor's budget, budget revisions, and planning estimate adjustments. Reviews and approves all budgetary schedules prior to submission to the Chief Administrative Officer and/or Department of Finance. Reviews, analyzes, evaluates and processes budget change proposals; reconciles appropriations by source of funding; prepares and process transfer of budget allotments.

Responsible for monitoring and reporting budget allocations and monthly expenditure projections for all DFI programs. The Budget Analyst reviews, and submits for CAO approval, budget revisions and transfers of budget allotments to conform to program budgeting requirements.

Directs and plans the annual development of budget change proposals for submittal to the Business, Transportation and Housing Agency, Department of Finance and the Legislature. Reviews and develops fiscal impact statements for legislative bill analyses.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California State Government – An Equal Opportunity Employer – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in the public.

Desirable Qualifications: Strong analytical and communications skills. Working knowledge of the Department of Finance and legislative processing. Multi year experience in budget processes.

The Department of Financial Institutions is a special funded agency. The Department's revenues come from the assessment of state chartered banks, credit unions, and other financial institutions. Check us out at www.dfi.ca.gov.

The position is located in the Sacramento regional office (see address below). The office is conveniently located near the Light Rail system. On site contract parking is available at a very reasonable rate.

Anyone eligible for transfer, list appointment, training and development assignment or reinstatement to the about class may apply by sending a standard State application (Form STD 687) to:

**Department of Financial Institutions
Human Resources Office
Attn: Matthew Velasquez
1810 13TH Street
Sacramento, CA 95814**

Additional questions should be directed to Matthew Velasquez at (916) 327-4636.